

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activity Report #5

DATE: 3 February 1956

I. SIGNIFICANT ITEMS: None

II. OTHER ITEMS:

A. Projects Underway

1. Revision of CIA Regulations [ ] into one regulation entitled, "Entrance-on-Duty Training." All comments received from other Agency components. Draft for official coordination under review by C/PPS. 25X1
2. Revised procedures for securing estimates of annual training requirements. Forms distributed to staff training officers and training liaison officers. DD/I, DD/S, and DD/P will call discussion meetings during the remainder of the week concerning the handling of these forms. It is anticipated as the result of discussion with [ ] DD/S; [ ] DD/I; and [ ] DD/P, that the training officers will endeavor to secure aid at the branch level in the preparation of these estimates. 25X1  
25X1
3. Revision of CIA Regulation [ ] Draft awaiting policy suggestions from [ ] and procedural modifications from the Administrative Branch. 25X1
4. Overseas military mobilization requirements. Review of personnel staffing patterns proposed by the Theaters and the Military Personnel Division, Office of Personnel, is underway.
5. Headquarters military mobilization requirements. Requirements for preparation of staffing pattern received from MPD/OP. Staff study to be initiated to determine planning factors.
6. OTR Bulletin. Reissuance in modified form is contemplated. Example copies will be ready for Plans & Policy Staff discussion by 6 February. Ten cover layouts prepared by Visual Aids, ISB, have been received.

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- B. An orientation on OTR activities will be presented to Agency training officers on Wednesday, 8 February, from 0930 to 1630 hours. The following attendance is anticipated: DD/P - 25; DD/S - 13; DD/I - 24. Copies of the schedule have been distributed throughout OTR and to the senior staff training officers.
- C. OTR comments on the FE Operational Program for FY 1958 were discussed with the FE Division training officer and forwarded to the Chairman, CSPB Support Committee.
- D. Notice for course No. 7 at the National War College has been received and disseminated to the principal components of the Agency. In this connection arrangements were made by this Office for 29 senior officials of the Agency who requested attendance at lectures during course No. 6.
- E. Mr. Raymond C. Miller, Chief, Foreign Service Inspection Corps, Department of State, called [ ] to express his appreciation for the briefing presented members of the FSIC on Friday 20 January 1956. Mr. Miller emphasized the fact that inspectors who had attended the conference last year considered their time well spent by attendance at this second briefing.
- F. A & E Staff requirements for personnel to augment its staff on and after M-Day have been received and will be incorporated in the development of the OTR war plan. [ ] will report to duty with this Staff on a part-time basis to assist in the development of the OTR war plan.
- G. In collaboration with the Chief, A & E Staff, this Office prepared an OTR non-concurrence in a proposed regulation prepared by the Medical Staff, which would authorize the Medical Staff to exercise control of all liaison on medical and mental matters effecting Agency personnel. The OTR non-concurrence was based on the principle that such a regulation would do violence to the command prerogatives of the chiefs of major components throughout the Agency. The view was expressed that such a delegation of authority was inappropriate to be vested in a staff support element of the Agency.
- H. At the request of TSS, Chief, PPS, attended a meeting of the TSS Plans and Policy Staff to discuss OTR comments on the TSS Operational Program for FY 1958. It was concluded that TSS had overlooked the training implications in terms of OTR support in their proposed program. TSS said OTR comments on the program were

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for OTR support in the TSS estimate of Training requirements for FY 1957 and 1958 due in OTR on 1 April 1956 (paragraph IIA. 2 above).

- I. On Friday, 27 January, and at the suggestion of the DD/I, Professor Katzenback and Mr. Stanley of the Harvard School of Public Administration visited OTR to acquaint us with a program for public officials who have had five or more years of experience in government, with the Harvard University program of advanced public administration. In view of the nature of this program, this staff invited the Chief, Basic School, and Chief, [ ] to send representatives to the discussion session with members of the Harvard faculty. The results of this discussion lead to the conclusion that a ten-week rather than a ten-month course would be more practical and would probably result in some Agency participation should requirements materialize. The Harvard representatives will raise this point with the head of the school and let us know whether or not such a course can be established. The following were present from OTR: [ ]

- J. On 1 February, C/PPS met with C/Basic School and Mr. Max Millikan, Director of the Center for International Studies, MIT, to become acquainted with [ ] plans to establish a course on intercultural communications. By way of background, Mr. John D. Rockefeller III, on 12 January 1952 offered the Department of State the sum of \$100,000 to set up a similar program at Harvard University. At that time Agency requirements for participation in the program were stated to be ten per year for the foreseeable future. Once Dr. Millikan establishes his course, this Staff will undertake to validate these previously expressed requirements and staff out this problem with Chief, LETS.

- K. The standing of the Glossary of Intelligence Terminology is as follows:
- Conferences with representatives of the Operations School have firmed down the definitions of tradecraft terms.
  - The CI Staff and the War Plans Division have promised to review definitions pertaining to their subjects and return comment within a week.
  - The Office of Communications has approved the definitions that are applicable to its function.

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2. There remain three things to be done:
  - a. Preparation of an adequate introduction that will explain the purpose of the Glossary and the method of forming definitions.
  - b. Preparation of a complete bibliography of sources cited.
  - c. Preparation of a final draft for the printer.
3. Both the introduction and the bibliography exist in incomplete and unsatisfactory drafts.
- L. [ ] received a commendation from the Director of Personnel for his efforts in connection with the Agency reserve training program.
- M. [ ] delivered a lecture on planning for training activities in the War Planning course.

III. PERSONNEL:

- A. [ ] is attending the current running of the War Planning course.
- B. [ ] departed on TDY with the Director of Training to review Agency training activities outside the continental limits of the United States.

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activity Report #4

DATE: 27 January 1956

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

## A. Projects Underway

1. Revision of CIA Regulations [ ] into one regulation entitled, "Entrance-on-Duty Training." All comments received from other Agency components. Draft for official coordination under review by C/PPS. 25X1
2. Revised procedures for securing estimates of annual training requirements. Completed forms due in ISB for distribution on 1 February 1956.
3. Revision of CIA Regulation [ ] Draft awaiting policy suggestions from [ ] and procedural modifications from the Administrative Branch. 25X1 25X1
4. Overseas military mobilization requirements. Review of personnel staffing patterns proposed by the Theaters and the Military Personnel Division, Office of Personnel, is underway.
5. Headquarters military mobilization requirements. Requirements for preparation of staffing pattern received from MPD/OP. Staff study to be initiated to determine planning factors.
6. OTR Bulletin. Reissuance in modified form is contemplated. Example copies will be ready for Plans & Policy Staff discussion by 3 February.

- B. The DD/S Training Liaison Officer meeting was held on Tuesday, 24 January. Among the subjects discussed were forms for training requirements for the next fiscal year; course changes which have been made in the Intelligence School; announcement of the area courses which are being scheduled by [ ] for spring. Minutes of the meeting will be distributed the latter part of this week. 25X1

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- C. OTR comments on the TSS Operational Program for FY 1958 were forwarded to the Chairman, CSPB Support Committee.
- D. Individual conferences took place between representatives of the Plans and Policy Staff and the senior war planners from [redacted] During these conferences suggestions were made concerning terms of reference to be used in the development of training annexes to hot-war plans. OTR comments relating to the war planning documents prepared by the war planners in each of the theaters identified above were also discussed and the senior war planners evidenced general agreement with OTR views on these documents.
- E. The draft of the Glossary of Intelligence Terminology is now ready for final collation. Conferences are being held with members of the Operations School and will be held with members of ONE and the Planning and Program Coordination Staff to secure approval of definitions and resolve conflicts in definitions.

III. PERSONNEL:

- A. [redacted] is attending the current running of the War Plans course.
- B. [redacted] has been on sick leave this past week.
- [redacted]

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